

Hall of Records
Commission

REQUEST FOR RECORDS RETENTION SCHEDULE
Submitted to the Records Management Division
Hall of Records Commission

Amendment to # 68

SCHEDULE NO. 290

PAGE NO. 1. ✓

1. Requesting Agency

STATE DEPARTMENT OF EDUCATION

2. Division or Bureau of Requesting Agency

DIVISION OF VOCATIONAL REHABILITATION

3. Authorization Requested (Check only one of the squares below).

A Dispose of present accumulation. No additional accumulation is anticipated. Records have ceased to have value to warrant retention.

B Establish retention schedule for records for which there is a continuing accumulation. The records will cease to have value to warrant their retention after the period of time indicated.

C Microfilm and destroy originals. Originals if not microfilmed would be retained for the period of time indicated.

4. Item No.

5. Description of Records

Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

Supersedes Item 1, Sched. 68.

1. CASE FOLDERS

A case folder is prepared by the Division for every handicapped individual it assists in rehabilitating and placing in employment.

Each folder contains one or more of the following forms:

Form No.

- R-1 Counselor's Field Sheet - a chronological listing of actions taken and persons contacted during the time the case is active.
- R-2 Application for Vocational Rehabilitation - a brief personal background of the applicant, which serves primarily as an introduction, and has little reference value.
- R-3 General Medical Examination Record - should a special examination be required, the following forms are used: R-3a Tuberculosis; R-3b Cardiac; R-3c Visual Disability; R-3d Hearing; R-3f Orthopedic.
- R-4 Survey Interview - a two page, 4 sided form giving a detailed history of the client. Major headings are: physical description, family, education, special training, physical factors, previous medical treatment, prosthesis, employment history, rehabilitation assets, economic status, interviewers observations, references, comments, and steps to be taken.

APPROVED
HALL OF RECORDS COMMISSION

7. Agency, Division or Bureau Representative

B. J. Zimmerman Assistant State Superintendent

May 8, 1957

Signature

Title

Date

Schedule Authorized as Indicated in Col. 6 by Hall of Records Commission.

Disposal Authorized as Indicated in Col. 6 by Board of Public Works.

5/22/57
Date

Morris S. Radloff
Archivist

MAY 28 1957
Date

Date

J. Melusker
Secretary

LIST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
R-4b	Employment Record - prepared by employer. It is used very rarely.	APPROVED HALL OF RECORDS COMMISSION
R-4c	Transfer Certificate of High School Credits - (2 sided form 7141) prepared by High School Principal.	
R-4d	Summary Profile of Aptitudes - gives the results of psychological, intelligence and aptitude tests.	
R-4e	Reference Report - signed by the individual making the reference. This form is seldom used.	
R-4f	Agency Report - prepared by other agencies who have been assisting the client. This form is used only occasionally.	
R-4g	Statement of Financial Resources - a detailed picture of the client's financial status. It is used only in cases where the Division expends money for purposes other than tuition and medical examinations.	
R-4h	Case Referral to Medical Consultant - prepared by the specialist giving his findings and recommendations.	
R-5	Plan of Rehabilitation	
R-5a	Individual Case Budget - a statement of expenditures made in assisting the client (on reverse of R-5).	
R-6	Vocational Training Agreement - this agreement is made between the Division and the training agency. It is for the individual case only.	
R-6a	Notice of Entrance into Training.	
R-6b	Receipt for Training Supplies and Equipment.	
R-6d	Receipt for Appliance - certification by the client that he has received some type of appliance, e.g. hearing aid, etc.	
R-6e	Approval of Appliance - submitted by the client. This must be filed with the Division before payment can be made.	
R-8	Training Progress Report - this is submitted with the Training Agency's bill for tuition payment.	

BOARD OF PUBLIC WORKS

MAY 28 1957

[Signature]
SECRETARY

STATEMENT FOR RECORDS RETENTION FILE
(Continuation Sheet)

4. Item No.	5. Description of Records Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.	6. Recommendation of Hall of Records and Board of Public Works.
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- R-9 Case Closed Report - (two-sided). This form is the final report of all action taken by the Division in aiding a client. This form also summarizes all the records contained in the folder.
- R-9a Rehabilitation Follow-Up.
- R-10 Non-service Case Closure. This closure form is used in cases where the only expense incurred by the Division is for medical examinations. Where this form is used, the R-9 is not.
- R-11 Case Contact Report - This is the Field Counsellor's report of interview.

Any correspondence pertaining to the case is also filed in the folder.

The folders are maintained by the field offices of the Division located in Baltimore (2 offices), Salisbury, Hyattsville and Hagerstown. There are also several sub-offices throughout the State. The case files in each office occupy five drawers, excepting Baltimore City. At the latter offices, the file occupies 30 transfiles and 25 drawers. The total accumulation for all offices occupied 145 cubic feet for the years 1929 to 1954, when a schedule was established for these records. Under the authority granted by the schedule, the case folders for the period 1929-1935 were destroyed because of their deteriorated condition. The folders for 1941-1951 were also destroyed, with the exception of the R-4 "Survey Interview" forms which are preserved on microfilm at the Hall of Records.

The forms, R-9 "Closed Case Report" and R-10 "Non-Service Case Closure" are filed in the Division offices by the various field offices. They occupy 10 drawers (15 cubic feet) for the period 1929 to date. All of these forms have been microfilmed for security purposes and the microfilm copies deposited at the Hall of Records.

With the exception of the form R-9 or R-10, the material in the folders has no value five years after the case is closed, unless the case is reopened. In cases where a client reapplies for assistance five years after his original case has been closed, the only form required is the R-9 or R-10. Reopening cases beyond the five year period is very infrequent; however, in such instances, the two forms mentioned are necessary. The following recommendations are made in view of the present needs of the Division for these particular forms.

APPROVED
HALL OF RECORDS COMMISSION

APPROVED BY
BOARD OF PUBLIC WORKS

MAY 28 1957

[Signature]
SECRETARY

JUST FOR RECORDS RETENTION SCHEDULE
(Continuation Sheet)

4.
Item
No.

5. Description of Records
Describe records accurately. Include title, form number, size of documents, work or activity to which the records relate, inclusive dates, and quantity (cubic or linear feet). Show recommended retention period.

6. Recommendation of Hall of Records and Board of Public Works.

- A. RECOMMENDATION: RETAIN FOLDERS FOR FIVE YEARS AFTER DATE OF CLOSURE AND THEN DESTROY, WITH THE EXCEPTION OF THE FORMS R-9, "CLOSED CASE REPORT", AND R-10, "NON-SERVICE CASE CLOSURE."
- B. RECOMMENDATION: RETAIN PERMANENTLY ORIGINAL FORMS, R-9 "CLOSED CASE REPORT," AND R-10, "NON-SERVICE CASE CLOSURE;" MICROFILM FOR SECURITY AND DEPOSIT MICROFILM COPIES AT THE HALL OF RECORDS.

APPROVED
HALL OF RECORDS COMMISSION

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MAY 28 1957
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